



Central Permit Facility
500 W. Winchester Road Unit #101
Libertyville, IL 60048-1331
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FAX: (847) 984-5608
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Registration Form

Residential Reroofing

This registration form is only available to licensed roofers in good standing with the State of Illinois.

No permit will be required when proposed improvements consist of **only** reroofing your residential structure and work will be performed by a licensed roofer. A permit shall be required if: 1) work will be performed by homeowners, 2) reroofing is part of a larger project that involves structural work such as truss work, replacing rafters, interior alterations or additions, or 3) project is a commercial project.

This process is designed to maximize customer convenience. However, the customer always has the right to seek a permit and a follow-up inspection. Lake County reserves the right to inspect any construction performed whether permitted or registered.

Please complete the information below, sign and send this form to the Central Permit Facility, Attention: CEP Staff, at the above address along with a check for \$25, payable to the "Lake County Treasurer" as a non-refundable registration fee. **UPON SUBMISSION AND REVIEW OF THIS FORM, YOUR PROJECT WILL BE REGISTERED. CONSTRUCTION CANNOT BEGIN UNTIL YOU RECEIVE CONFIRMATION FROM THIS OFFICE THAT YOUR REGISTRATION IS COMPLETE.**

(Please complete the information below and sign)

Roofing Contractor's Name: _____ License# _____ Expiration Date: _____

PIN or Address of Property: _____

Owner address (if different from above): _____

Owner Name(s): _____

Owner Phone Number(s): _____ / _____

Owner Fax Number: _____ Email: _____

Brief Description of Proposed project: _____ Cost of Project: _____

Owner Signature _____ Date Form Completed _____

OFFICE USE ONLY:

License Status: ☐ Active ☐ Expired

Completed By: _____

☐ **REGISTRATION COMPLETE** (You may now proceed with your project. Please save a copy of this completed Registration Form for your Records)

Comments: _____